

17 February 1978

A. THE REVIEW OF RETIRED OPERATIONS DIRECTORATE RECORDS

1. By the end of March the task force will have reviewed and processed for disposition 27,890 cubic feet of Operations Directorate records deposited in the Agency Records Center. The records were retired in some 40,000 separate batches (jobs) over the course of 30 years. In addition, the task force will have written file descriptions of all records reviewed for a computer file which will serve as an inventory control and index to all retired records.
2. The review ^{shall} ~~has~~ involved dealing with a variety of records forms: paper documents, cards, microfilm, magnetic and video tape, and films. Some records were in foreign languages. Nearly all records bore national security classifications and in addition were compartmented at various levels of sensitivity. Many jobs represented inactive and incomplete portions of files retired at different periods which had to be pieced together by sorting out and collating the 40,000 forms used to retire the records. The task force also had to determine responsibility for all records. Many were from predecessor organizations and others from defunct offices in the current organization.

3. As a first step, it was necessary to set up a site at which to review the records. The site, a gymnasium at a government training center, had to accommodate a records review task force of from 70 to 100 persons made up of records management officers and intelligence officers drawn from the operating components of the Directorate. It was also necessary to arrange for the transportation of the records to and from the review site and the secure housing of the records at the site including security checks and vault storage. Arrangements had to be made to house and feed the task force and transport members to and from the site.
4. A written set of procedures for conducting the review was developed as was a form for reviewers and records managements officers to use in inventorying and describing the records. The form was also used for input to the computer system described above.
5. The first step in operations was to train and supervise a cadre of 13 records management officers in the use of a newly approved records schedule and procedures for managing the review of records by the component teams to which they were assigned. Some 19 different records review teams were formed. Team members served generally for a period of from 2 to 3 weeks. During the six month period of task force operations from September 1977 to

March 1978, nearly 400 members of the Directorate were organized trained, and supervised, in carrying out the review.

6. A records support team of 16 persons was also organized to process individual requests for records from the records center, handle the receipt and distribution of files to the review teams and return reviewed materials to the center. These, together with two officers assigned to develop procedures and oversee the keying of information from the forms into the computer file, a support officer to conduct liaison with the Training Center, and a secretary to distribute mail, keep time and attendance and type correspondence, constituted the support group.

B. PURPOSES AND ACCOMPLISHMENTS OF THE REVIEW

1. The review will have determined whether or not the DDO retired records contain any evidence of improper, illegal or controversial activity by the Directorate in the course of operations over the past 30 years. Such information will have been brought to the attention of Agency management for appropriate action.
2. All Directorate retired records will have been scheduled for disposition with the vast majority marked for destruction and a good part of the remainder marked for

transfer to other Directorates in the Agency or to other government agencies. The destruction of most records and transfer of others to other agencies will free an estimated 22,000 to 24,000 cubic feet of space in the Agency records center. Because the records center is almost full, the disposal of these records will forestall a requirement to provide additional records storage facilities. A new records center would cost well over one million dollars

3. The development of a computerized system incorporating the product of the records review will form the basis for an automated inventory control of retired records which will result in improved reference and retrieval and retired records accounting.
4. The file descriptions written as part of the review will be a valuable reference aid for operating components of the Agency and Freedom of Information Act and Privacy Act requesters and those Agency Offices which have to respond to those requests.
5. The description written of records which will now be readily searchable by computer will also enable the Agency to respond rapidly and comprehensively to Executive, Congressional, or judicial proceedings requiring sworn testimony or affidavits on Agency records.

6. The review and disposal of the majority of retired Agency records will save the cost which otherwise would have been incurred through the required document by document review for declassification of thousands of feet of records as they became 20 years old.